



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

## BDE PROCEDURE MEMORANDUM

**NUMBER:** 51-06

**SUBJECT:** Plan, Specification, and Quantity Changes

**DATE:** April 21, 2006

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This memorandum adds information to Chapter 66-3.01(b) of the *BDE Manual*. The changes presented below will be incorporated in a future update of the *BDE Manual*

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### **Background**

While processing contract change orders and contract claims, the District Offices/Bureau of Construction look to identify the cause for the additional expenditure. However, correctly identifying the cause can often be difficult and is, in some cases, due to a lack of documentation.

For this reason, a procedure has been developed for documenting special provision and plan changes made at the Central Office prior to letting. This documentation will also provide more information to the District Office or consultant when developing a corrective action plan.

### **Applicability**

The following procedure is applicable to all projects let at the Central Office.

**Procedures**

**66-3.01(b) Project Development Unit**

Add the following to the end of this Section:

All changes to special provisions and plans (including quantity changes), performed at the Central Office, must be supported with documentation from either the District Office or their consultant. This documentation will either be in writing or via email and will clearly describe the changes to be made. If the District or their consultant comes to the Central Office to make changes personally, they must document the changes with marked-up sheets or an itemized list. The documentation will then be kept in the contract file until the project is complete.

Engineer of Design and Environment

*Michael L. Fine*